

# License Fee Waiver Inquiry

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am the owner of [Your Business Name], a small business located in [Your Business Location]. I am writing to inquire about the possibility of a waiver for the license fees associated with operating my business.

Due to [briefly explain circumstances, e.g., economic hardship, impact of recent events, etc.], I am facing financial challenges that make it difficult to fulfill the licensing fee requirement at this time. I believe that a waiver would greatly assist in maintaining my business and supporting the local economy.

I would appreciate any information regarding the criteria for a fee waiver and the application process. Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Business Name]

[Your Contact Information]

[Your Address]